



**AMERICAN EMBASSY, NEW DELHI, INDIA**

**VACANCY ANNOUNCEMENT NUMBER: 10-086**

The U.S. Embassy in New Delhi is seeking an individual for the position of Administrative Clerk in the General Services Office.

**Applicants must apply on Form HR-01 (Application form for Employment) and specify the vacancy announcement number. Applications not completed on Form HR-01, or without reference to a specific vacancy number will not be accepted. Only completed forms will be accepted. (Refer to application procedure below)**

**Only applicants who are selected for the interview will be contacted**

**OPEN TO:** All Interested Candidates

**POSITION:** Administrative Clerk, FSN-105-04, DLA-523015  
(Personal Services Agreement)

**OPENING DATE:** August 13, 2010

**CLOSING DATE:** August 27 2010

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:** Not Ordinarily Resident: Grade: FP-AA  
Ordinarily Resident: Grade: FSN-04\*

\*Starting salary and grade will be determined on the basis of qualifications and experience, and/or salary history.

**NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST BE RESIDING IN INDIA AND HAVE VALID WORK AND RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION (PLEASE ATTACH COPIES OF RELEVANT DOCUMENTATION). APPLICATIONS WITHOUT RELEVANT DOCUMENTATION WILL NOT BE ACCEPTED.**

## **BASIC FUNCTIONS OF POSITION**

- Receive official and business guests and telephone calls from MEA, Customs Offices, transportation offices, American employees, etc. Taking and recording messages in the Supervisors absence.
- Maintain good contacts and liaises with packing and transport companies to ensure that all packing/delivery of official/personal shipments are carried out expeditiously and without loss or damage to the shipment.
- Type official and non-official correspondence and documents of Supervisor's review before forwarding to both Government of India and United States Government Officials. Draft and type memos and notice for distribution within the Embassy.
- Maintain accurate databases/files for shipping and customs activities.
- Research files both electronically and manually for information and assembles pertinent material for mandatory reports.
- Maintain various databases e.g., tracking expenses incurred in clearing shipments, track outgoing/incoming shipments, pack-out/pack-in schedules for outgoing/incoming employees.
- Assist shipping Agents with clearance HHE and official cargo from Customs.
- Responsible for access requests to GOI for trucks delivering goods in diplomatic area, fills in electronic access requests, coordinates with RSO.
- Perform other duties as assigned.

## **QUALIFICATIONS REQUIRED**

1. Completion of High school (Class X).
2. Minimum two years of shipping experience.
3. Level III (good working knowledge) in both English and Hindi.
4. Knowledge of MEA policies pertaining to clearance of UAB/HHE, POVs and GOVs, vehicle sales, importation of vehicles etc.
5. **Must possess a Light Motor vehicle license (Please attach a copy of the license. Applications that do not have a copy of the license will not be accepted.)**

6. The ability to use personal computer databases and packages, software packages such as MS-Word, EXCEL, ACCESS, Power Point, e-mail, and CD-ROM applications.

### **SELECTION PROCESS**

Qualified Eligible Family Members and applicants with U.S. Veteran Preference will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

### **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Eligible Family Members who currently hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of that appointment.

### **TO APPLY**

Interested applicants for this position should submit the following:

1. **Application for Employment**, Form HR-01 available on website [http://newdelhi.usembassy.gov/job\\_opportunities.html](http://newdelhi.usembassy.gov/job_opportunities.html)
2. **OPTIONAL**: Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.

### **SUBMIT APPLICATION TO**

U. S. Embassy  
Human Resources Office  
Shantipath, Chanakyapuri  
New Delhi 110 021

FAX: 2419-8056

Or

E-mail: [NewDelhiVacancies@State.gov](mailto:NewDelhiVacancies@State.gov)

Please insert **"VA# 10-086"** (Vacancy Announcement Number) in the Subject of the E-mail. Applications without the Vacancy Number or with the incorrect Vacancy Number will not be accepted.

#### **DEFINITIONS**

1. EFM: US Citizen spouse or US citizen child as referred to in 14 FAM 511.3 (1), who is at least age 18, and who, in either case, is on the travel orders of a US citizen Foreign or Civil service employee or military service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad and under Chief of Mission authority.
2. Member of Household (MOH): Foreign born spouses, dependent children, unmarried partners of the same and opposite sex, parents, other relatives or adult children declared to the Chief of Mission who fall outside the Department's current legal and statutory definition of EFM.
3. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permit for employment in country.
4. Not-Ordinarily Resident (NOR): Typically NORs are US citizen EFMs and family members of FS, GS, and Military Personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

All applications for the Subject announcement must be received in the Human Resources Office by close of business **August 27, 2010**.

**AN EQUAL OPPORTUNITY EMPLOYER**